

Director of Training

29 October 1953

Chief, Intelligence Training Division

Weekly Report

Submitted herewith is the report for the week ending 30 October.

1. The Registrar reports that 25 trainees are registered for BIC(I) #15 beginning November 2nd.

2. I attended the TLO meeting of the DD/A offices on Tuesday and presented a tentative program for a condensed version of the BIC(I), a copy of which is attached. This program seemed to meet with general approval although two or three of the training officers said that they would like to see some additional time given to DD/P activities. I plan to consult with the BIC(CS) staff and revise the proposed program to include a few additional hours on clandestine intelligence affairs. I shall submit this program for your approval before the next TLO meeting. If classroom space can be arranged, our staff, with probably some help from the BIC(CS) staff, could start this course after the first of the year.

3. [REDACTED] and I have given talks this week in the current BIC(CS).

5. The Reading Improvement Branch currently has 100 employees enrolled in six training courses and one ORR Reading Analysis Program. Two covert and two overt classes will complete training 30 October 1953. New Agency classes are scheduled to begin 9 November 1953.

6. [REDACTED], Clerk Typist, entered on duty 26 October 1953. She will attend the orientation program next week.

7. [REDACTED] attended the Training Officers luncheon on Tuesday to hear a panel discussion on "How to Increase Peoples Confidence to Read". Arrangements are also

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being made for the staff to attend the Training Officers Conference on Reading Improvement, 2 November 1953. Because of the break in Agency classes [REDACTED] believes it will be possible for us to attend six of the seven lectures.

8. The following changes in the Reading Improvement Course are under consideration for the January classes:

- a. Preliminary interviews with each employee to interpret initial test results and ophthalmograph records before lab work begins. Under present operation this interview is conducted during the first two weeks of the course.
- b. The course will be divided into two parts. The first phase will consist of the basic training and the second phase will provide training on specific reading skills based on office requirements and office material.
- c. Training manuals are being prepared for each trainee containing instructional and test material.
- d. The second phase of the course will be offered as a separate course to previous employees having the Reading Improvement Course.

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Attachment - 1

ITD/OTR/HMS:ams (29 October 1953)

DISTRIBUTION:

- Original - Addressee
- 1 - Reading Lab.
  - 1 - Subj. File
  - 1 - Chrono.